

**BY ORDER OF THE COMMANDER
419TH FIGHTER WING**

**419 FW INSTRUCTION 36-801
4 DECEMBER 1998**



Personnel

ALTERNATE WORK SCHEDULE (AWS) PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 419 MPF/DPM (Lt Col James D. Robinson)
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This instruction provides guidance for all employees and supervisors who participate in the Alternate Work Schedule (AWS) Program. It implements AFPD 36-8, *Employee Benefits and Entitlements*. The plan affects all air reserve technicians and civilians employed by units assigned to the 419th Fighter Wing at Hill AFB, Utah. The guidance contained herein complies with U.S.C. Title 5 and Federal Personnel Manual (FPM) Inst. 386, Chapter 610, Subchapter 4.

SUMMARY OF REVISIONS

Added Federal Wage System (FWS) employees may now elect to earn and take compensatory time in lieu of overtime as payment for equivalent number of hours worked in overtime status (paragraph 5.1.4.). Deleted the **NOTE**: If you desire to change from flex to another work schedule, you must use your accumulated credit hours before changing (paragraph 5.2.4.7.). Deleted (paragraph 5.2.4.8). Renumbered paragraph 5.2.4.9. to 5.2.4.8. and changed the paragraph to include FWS employees. Changed to include FWS employees (paragraph 6.1.). Clarified (paragraph 8). An * indicates revisions from the previous edition.

1. Objective. Alternate work schedules enable managers, supervisors, and employees to meet or exceed mission requirements, program quality and personal goals through the increased flexibility available in work schedules. The goals of AWS are to provide top quality support to our customers while allowing employees an opportunity to enhance their quality of life.

2. Policy. The specific program used by this wing utilizes a basic 5-4/9 compressed work schedule and a modified flexible work schedule. The normal 5 day (8 hour days) workweek is still available to those personnel who do not desire to utilize an alternative work schedule.

3. Management Responsibility and the Law. The law permits heads of agencies to establish AWS, including flexible and compressed work schedules. Department of Defense (DoD) activities that use AWS must ensure the organizational unit as a whole (the wing) is open for business at least 5 calendar days per workweek, not including unit training assemblies (UTAs). This does not preclude "individuals" from working a compressed work schedule. The law also prohibits the establishment of such schedules if adverse impact on operations occurs. Management has the responsibility to determine adverse impact, defined by the law as a

reduction in productivity, a diminished level of services to customers, or an increase in cost of operations. Depending on the specifics, adverse impact of a significant nature could result in termination of the AWS Program at any time. However, any changes to established AWS for bargaining unit employees are subject to negotiations with the union and cannot be implemented until bargaining obligations with the union are met.

3.1. Management retains the right to determine the number and kinds of employees required to be on duty during any given hour of any given day to ensure essential work is performed as required. If the mission dictates, supervisors may direct employees to change their approved AWS, but only when absolutely necessary and with as much advance notice as possible. Management retains the right to exempt employees whose participation in AWS creates an adverse impact on the mission, or is disruptive to continuity within or cooperation with other duty sections, functional areas, or customers. Again bargaining requirements must be met with the union for bargaining unit employees.

3.2. Management recognizes that some personnel may not desire or be able to work the compressed work schedule and will be allowed to remain on a standard 8-hour day, 5-day work week.

4. Employee Responsibility. Employees will fill out work schedule request OO-ALC Form 500, **DCPS Work Schedule Change** to initiate or change their AWS. Ensure your immediate supervisor has your request no later than one pay period prior to the beginning of the next pay period.

4.1. Earned credit hours for employees on flextime are recorded on OO-ALC Form 264-2, **Leave Schedule - Individual**. 419 FW Form 23, **Credit Hour Record**, may also be used to assist in tracking of credit hours, kept in work area.

4.2. Each TDY or training situation will have to be carefully examined by management and a decision made based on the length of the TDY to ensure the employee meets the 80 hour bi-weekly work requirement. An occasion may occur whereby an employee's work schedule should be a standard 8 hour day, 5-day work week schedule for one or more pay periods to accommodate the TDY.

5. Alternate Work Schedules (AWS):

5.1. **Compressed Work Schedule (CWS).** A schedule which compresses the 80 hour biweekly pay period into less than 10 work days.

5.1.1. **5-4/9 Plan.** A fixed schedule that is limited to eight 9-hour days, one 8-hour day, and one day off each pay period.

5.1.2. **Days Off.** The wing has designated Mondays and Fridays as 5-4/9 preferred days off. Supervisors should work with their employees to have approximately 25% off on each of the

four 5-4/9 days off each pay period. Supervisors may approve an individual request for a 5-4/9 day off other than a Monday or a Friday if the shop or office can meet all taskings, and if it is considered a stabilized work schedule. With the wings small full-time work force, it is imperative that all supervisors plan carefully to ensure all mission requirements are met while working closely and fairly with all employees to meet their individuals requests as much as possible. Employees must understand that they must work with each other and their supervisor for the same reasons.

5.1.2.1. Fighter Squadron Flying Operation. AWS is planned around the basic premise of a normal Monday through Friday flying schedule with a slightly decreased tempo on most Mondays and Fridays.

5.1.2.2. Unit Training Assembly (UTA) Requirement. UTA planning, preparation and support can not be affected by this program. Supervisors (actual or acting), and or some designated offices should be present and or open the Friday before their UTA in order to properly prepare for the UTA activities.

5.1.3. Short Days. The 8-hour day may be scheduled any day of the pay period, however, it should be stable much like the work schedule. Moving the 8-hour day for personal convenience or to increase holiday and or leave time is not acceptable.

5.1.3. Moving Days Off. Mission requirements may dictate the wing designate an occasional 5-4/9 day off be other than a Monday or Friday to support mission requirements, however, these should be kept to a minimum.

***5.1.4. Compensatory Time.** Federal Wage System (FWS) employees may now elect to earn and take compensatory time in lieu of overtime as payment for equivalent number of hours worked in overtime status. FWS employees have the right to make decision about whether to request compensatory time off or to be paid overtime.

5.1.5. Holidays.

5.1.5.1. When the Holiday Falls on a Workday. As in the past, the holiday will be observed on that workday.

5.1.5.2. Uncommon Tours of Duty. Employees whose basic work week is other than Monday through Friday will observe a holiday on the *last* workday immediately *before the holiday*.

5.1.5.3. Monday through Friday Tours and Compressed Work Schedules:

5.1.5.3.1. When a Holiday Falls on Sunday. The holiday will be observed on the first regularly scheduled workday after the holiday.

5.1.5.3.2. **When the Holiday does not Fall on Sunday.** The holiday will be observed on the last regularly scheduled workday before the holiday.

5.1.6. Employees will not be allowed to switch days off on a frequent basis in order to expand holiday weekends for their personal benefit.

5.2. Flexible Work Schedule.

5.2.1. **Modified Flexible Work Schedule.** Has been specifically modified by this wing to allow an employee to request a compressed work shift with start and stop times. Once approved, a flex shift becomes a fixed work schedule within the limited flexibility described below.

5.2.1.2. An employee may request approval to flex a day on occasion. Employees may request approval to start their shift earlier, later, or leave after starting work (2 hours maximum in this case) and take flex leave within the official flex window. If the employee works all required core hours, they may make up the flex leave at the end of the shift in the official flex window and not be charged with leave on the time sheet. If the employees normal approved shifts starts at the very beginning or end of the flex window their flexibility is limited as we can not start before the flex window, and we must be on duty or on chargeable leave during core hours.

5.2.1.2.1. Supervisors should require employees to submit Standard Form 71, **Application for Leave** for flex leave requests explained in above paragraph. After the employee has made up the time, the form can be discarded. No annotations of the time sheet are required for the flex leave or the adjusted or flex shift.

5.2.1.2.2. These types of advantages of the flexible work schedule are available if properly approved on an occasional basis.

5.2.1.3. Remember that once a work schedule has been approved by the supervisor, it should remain in effect for at least one quarter unless the employee has a valid reason for a change. (All work schedules must be approved by the supervisor.)

5.2.1. **Duty Day.** Eight hours of work plus off-the-job lunch period.

5.2.1. **Bandwidth.** A period defining the limits of the work shift (shows earliest start time and latest stop time).

5.2.2. **Core Time.** A period defined as hours employees must be at work or on an appropriate leave status (includes lunch period as applicable).

5.2.3. **Flex Period.** Period between bandwidth times and core times where employees can request work shift start and stop times.

5.2.3.1. **Stability.** With the typical high operations tempo that exists in a reserve flying unit, constant change is not good. Employees and supervisors are reminded to ensure all mission requirements are fully met before requesting or approving flex.

5.2.4. **Credit Hours.** Optional part of flexible work schedule that permits employees to volunteer to work additional hours at the beginning or end of a normal workday. Cannot be used with compressed work schedule.

5.2.4.1. Earning or using credit hours must be approved in advance by immediate supervisor.

5.2.4.2. Must be recorded on OO-ALC Form 264-2. 419 FW Form 23 may also be used to assist in tracking of credit hours.

5.2.4.3. May not be earned by working through lunch period.

5.2.4.4. There is no maximum number of hours that can be earned in a pay period. Maximum hours that can be carried forward to next pay period are 24.

5.2.4.5. Is not considered premium pay equivalent or overtime. EDP cannot be paid for credit hours.

5.2.4.6. Does not replace overtime which is directed by supervisor.

*5.2.4.7. Credit hours can only be earned and used while on the flexible work schedule.

*5.2.4.8. GS and FWS employees may use credit hours and or compensatory time while on a flexible work schedule. It is suggested that employees use one or the other to minimize documentation effort.

6. Lunch Period. All employees must request either a 30, 45 or 60 minute lunch. Lunch periods should remain stable once requested and approved. As prescribed by the Master Labor Agreement (MLA) lunch periods may begin no earlier than 3 hours and no later then six hours after the start of the shift.

6.1. When mission requirements dictate a supervisor may adjust an individuals lunch period so long as it meets MLA criteria. Supervisors may authorize compensatory time (GS and FWS employees), credit hours (employees on flex time), or no lunch period (NLP) if required to support the mission. Emergency exemptions (mission requirements) will be rare and will be determined by the supervisor

7. Leave:

7.1. **Military Leave.** Is charged by the day, regardless of the number of hours the employee is scheduled to work.

7.2. **Annual or Sick Leave.** Is charged hour for hour, i.e., 9 hours leave for a 9 hour workday.

***8. Overtime:**

8.1. **Compressed Work Schedule.** Hours worked in excess of the scheduled hours for that day or 80 hours in a bi-weekly pay period.

8.2. **Flexible Work Schedule.** Hours worked in excess of the scheduled hours in a day or 40 hours in a week that are officially ordered and approved in advance as overtime.

9. Forms Prescribed. 419 FW Form 23, **Credit Hour Record.**

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